

COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

17555 Peak Avenue Morgan Hill CA 95037 (408) 779-7247 Fax (408) 779-7236 Website Address: www.morgan-hill.ca.gov

Application and Filing Requirements for TREE REMOVAL PERMIT

A. <u>PURPOSE</u>

The Tree Removal Permit process is an administrative process intended to allow the review and approval of permits to remove significant tree(s). This process is required prior to the removal by cutting down, poisoning, killing, destroying or otherwise causing the removal of any tree or community of trees pursuant to Section 12.32.030 of the Municipal Code. See Section E for definition of "tree" and "indigenous tree".

B. <u>FILING REQUIREMENTS</u>

- 1. Tree Removal Permit Application (see section C)
- 2. Two (2) sets of submittal plans (See Section D)
- 3. Tree Removal Permit Affidavit (see attached)
- 4. Notice of Filing Form for Tree Removal Permit (see attached)
- 5. Filing Fees (see Fee Schedule)

C. TREE REMOVAL PERMIT APPLICATION

Applicant's Na	ame		Phone	
Address			Fax	
Owner's Name	·		Phone	
Address				
Site Address (tree location)			APN#	
Zoning Distric	tE-mail A	Address		
Agent of the o	wner must attach a lette	er of authorization from the	legal owner.	
Signature			Date	
FOR STAFF USE ON				
Received Date	Received By	Date Approved	Fees Collected	

D. SUBMITTAL PLANS

1. SITE PLAN

- All plans shall be clear and legible
- Location of property lines
- Location of tree(s)
- Location of existing or proposed structure and improvements
- Type(s) of tree(s) to be removed
- Circumference (measured 4 ½ feet above the ground) and height of tree(s) to be removed

2. DISPOSAL PLAN

- The City encourages using felled wood in the most economically and environmentally beneficial manner available. Possible economic uses of felled wood are: having wood planed by a portable wood miller into usable boards, selling marketable burls, or cutting into firewood. Composting or mulching of wood and branches is environmentally preferable to burning or land filling. For more information on these options, contact Environmental Programs at (408) 779-7247.
- Provide a description of the proposed method of tree disposal
- 3. Photographs showing the condition of the tree(s), damage the tree is causing, and any other information pertinent to the request.
- 4. Once the application has been reviewed, you may be required to provide an arborist report If you would like to obtain a list of arborists, please contact the Community Development Department at (408) 779-7248.

E. <u>DEFINITION OF TREE AND INDIG</u>ENOUS TREE

- 1. "Tree" means any live woody plant rising above the ground with a single stem or trunk of a circumference of forty inches or more for nonindigenous species and eighteen inches or more for indigenous species measured at four and one-half feet vertically above the ground or immediately below the lowest branch, whichever is lower, and having the inherent capacity of naturally producing one main axis continuing to grow more vigorously than the lateral axes. All commercial tree farms, nonindigenous tree species in residential zones and orchards (including individual fruit trees) are exempted from the definition of tree for the purpose of this chapter. Trees of any size within the public right-of-way shall constitute a tree for the purposes of this subsection.
- 2. Tree, Indigenous. "Indigenous tree" means any tree which is native to the Morgan Hill region. Such trees include, oaks (all types), California Bays, Madrones, Sycamore and Alder. (Ord. 1055 N.S. § A, 1991; Ord. 535 N.S. § A (part), 1980)



A. PROCEDURE

This notice of Filing shall be posted on the tree(s) proposed to be removed in a location on the subject property clearly visible to the public. Additional information regarding the removal of this tree is on file with the Community Development Department at 17555 Peak Avenue, Morgan Hill, or may be obtained by calling (408) 779-7248.

TREE REMOVAL INFORM	<u>ATION</u>	
Reason for removal of the tree	e(s)	
Tree #1 Type	Circumference	Height
Tree #2 Type	Circumference	Height
Tree #3 TypeAttach additional sheets if nee	Circumferenceeded.	Height
TREE DISPOSAL INFORMA	ATION	
Please check all that apply. The	he following describes what is to hap	open to the tree(s) once remove
Planed by a portable w	wood miller into usable boards bood	
Brought to a facility w Brought to a landfill	where the wood will be mulched or c	composted

COMMENTS CONCERNING THIS APPLICATION
MUST BE DIRECTED TO THE
COMMUNITY DEVELOPMENT DEPARTMENT
AT (408)779-7248 OR 17555 PEAK AVENUE, MORGAN HILL
NO LATER THAN ______ (date)



I hereby acknowledge that I am familiar with the Morgan Hill Significant Tree Ordinance (Chapter 12.32 of the Municipal Code). I hereby grant access to my property to the City staff to gain information that applies to this permit.

I hereby acknowledge that I have properly posted copies of this permit as required, and agree to leave these copies up for ten (10) consecutive days.

Permittee agrees to hold harmless the City of Morgan Hill, its officers, agents and employees from any liability or claims for damages on account of injury to any person, loss of life, or damages to property caused by or arising out of the activities authorized by this permit.

Applicant's Signature	Date		
TREE REMOVAL INFORMATION			
Applicant	Phone		
Mailing Address			
Location of tree (address)	Number of tree(s)		
Tree #1 Type	Circumference	Height	
Tree #2 Type	Circumference	Height	
Tree #3 Type	Circumference	Height	
FOR STAFF USE ONLY			
FINDINGS:			
Approved: Community Development Department	Date		